U.S. Department of the Treasury
Financial Management Service (FMS)

TGAnet

Report Navigation Guide
Federal Program Agency

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1. __Introduction__

1.1   *Why are TGAnet Reports being changed?*

Effective February 6, 2010, all TGAnet reports will use an Enterprise Reporting Solution, Web Focus. Inherent to the product changes, the "look and feel" will be slightly different, but the contents of the reports will not change.

The new reports provide users with the same ability to track and manage TGAnet activity. However, due to the inherent differences between the current and new reporting software, the report interfaces and features may appear and behave slightly different.

This change does not impact the content of reports or data in the system, but there are some changes to how users navigate the system. This document, the *TGAnet Report Navigation Guide*, summarizes these changes and provides helpful navigation tips to familiarize users with the new look and feel of the TGAnet reports.

1.2   *What is new with TGAnet Reports?*

While the content of the reports will not change, the look and feel will be slightly different, as will the way users navigate through and download reports. Figure 1 provides a brief summary of the changes:

Figure 1: Report Modification Change Summary

Impact Area	Current Report	Report Effective February 6, 2010
Selecting Report Output Format	▪ All reports are viewed in HTML first, and then users select the report format only if there is a need to download or save the report	▪ Users are prompted to select the report format (e.g. HTML, PDF, MS Excel, or MS PPT) when other report criteria is entered and the report is viewed in the selected format ▪ If no report format is selected, the report opens in HTML ▪ MS Word is no longer an option for report format
Navigation Bar Location	▪ The Navigation Bar is located at the top of the screen	▪ The Navigation Bar will be located at the bottom of the screen ▪ The buttons on the Navigation Bar have changed
Internet Explorer Settings	▪ Adjustment to browser settings needed	▪ Internet Explorer 7 browser settings may need to be adjusted if users receive a security notification whenever files are downloaded from TGAnet

Impact Area	Current Report	Report Effective February 6, 2010
Report Printing	▪ A **Print** button is available in the initial view of the report.	▪ Reports are printed using the print function for the individual report format (e.g. HTML, PDF, MS Excel, or MS PPT) selected ▪ *PDF is the preferred method for printing*
Downloading Reports	▪ Downloading performed after report is run	▪ Report output format is selected before running a report and the user is prompted to download file
Searching Reports	▪ Search a report by selecting the **Search** button from the Navigation Bar and enter the search criteria ▪ Reports have drill down capabilities in the **Table of Contents** which can be used to narrow down information in reports	▪ Searches are performed using the Navigation Bar for HTML reports or the search feature for the individual report format ▪ *PDF is the preferred method for searching a report* ▪ Drill down capabilities in the **Table of Contents** are temporarily unavailable but will be enabled in the upcoming months
MS Excel Reports	▪ Reports downloaded to MS Excel have blank columns and cells	▪ Reports downloaded to MS Excel have a more streamlined layout and are easier to navigate ▪ *Changes to data element locations in the reports may impact those who use the Excel reports for macros and/or uploads to internal systems*
Viewing All for Large Reports	▪ Select **View All** from the HTML Navigation Bar	▪ For HTML reports greater than 30 pages, an error message may be received when **View All** is selected from the Navigation Bar ▪ Users can View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously

1.3 *What should I do if I have more questions or need more assistance?*

The TGAnet User Manuals and TGAnet Web Based Training have been updated to provide directions on how to navigate reports in TGAnet. Updated User Manuals for all roles have been posted to the TGAnet application and can be downloaded by accessing

the training modules for the appropriate role. The Web Based Training Modules can be accessed directly through the TGAnet Application. See Figure 2.

Figure 2: TGAnet Home Screen, Web Based Training Detail

If further assistance is needed, please contact the FMS OTC Support Center at 1.866.945.7920, Option 1, DSN 510-428-6824, or through email at fms.otcchannel@citi.com.

2. Selecting Report Output Format

The report format has been included in the criteria selection screen. A new dropdown box has been added to most reports where parameters are defined by users.
Figure 3 is a sample of the current "Report Selection Criteria Screen", which does not provide an option to select the report output format.

Figure 3: Current Report Selection Criteria Screen, Deposits by Accounting Code Detail

Figure 4 is a sample of the new "Report Selection Criteria Screen", which has a dropdown menu for users to select the output format. This dropdown menu will appear on the "Report Selection Criteria Screen" for all TGAnet reports.

Figure 4: New Report Selection Criteria Screen, Deposits by Accounting Code Detail

Each time a report is run, users are prompted to select the report format. The report will then open in the file format selected. The format types are as follows:

- HTML
- PDF
- Excel
- PowerPoint

If no selection is made, the report will automatically default to HTML. For detailed direction on how to run each report, please refer to the *View Reports* section of the *TGAnet User Manua*l.

3. <u>Navigating Reports</u>

Although the information or data in the reports has not changed, the look and feel of the report output is slightly different. For example, report and column headings may be in slightly different locations in the new reports when compared to the current report. Figure 5 is a sample of the current Deposits by Accounting Code report in HTML format.

Figure 5: Current Layout of Deposits by Accounting Code - HTML Format

The report data is from a test environment and is not reflective of real deposit activity

Figure 6 is an example of what the Deposits by Accounting Code report will now look like when run in the default format, HTML.

**Figure 6: New Layout of Deposits by Accounting Code Report Detail – HTML Format**

The report data is from a test environment and is not reflective of real deposit activity

The example above is an illustration of just one report. All reports under the "View Reports" menu have undergone similar modifications.
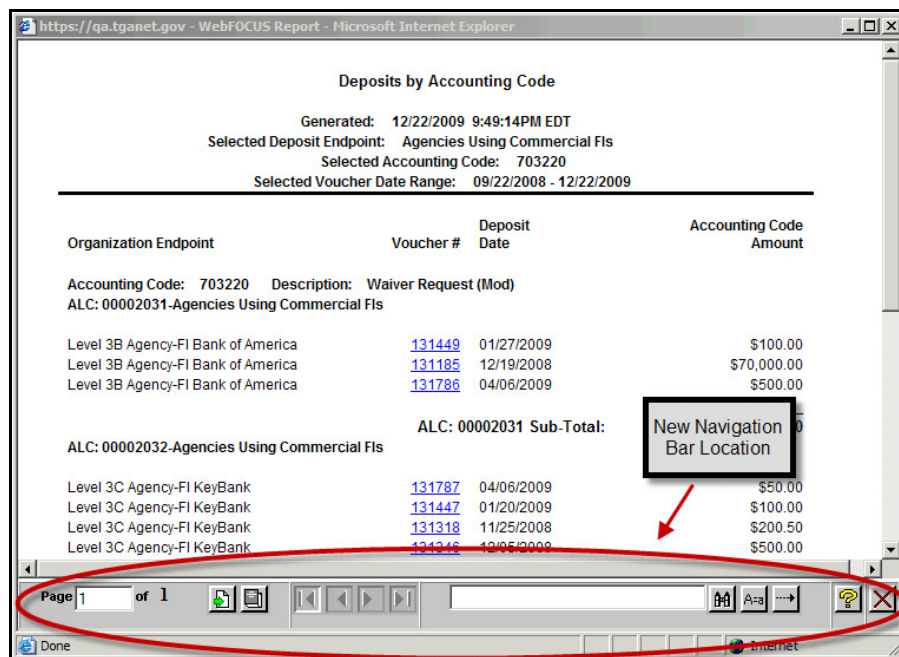
3.1 Navigation Bar for HTML Reports

Currently, the Navigation Bar is located at the top of the Report Output browser for HTML reports, as seen in Figure 7.

Figure 7: Current Report Browser and Navigation Bar
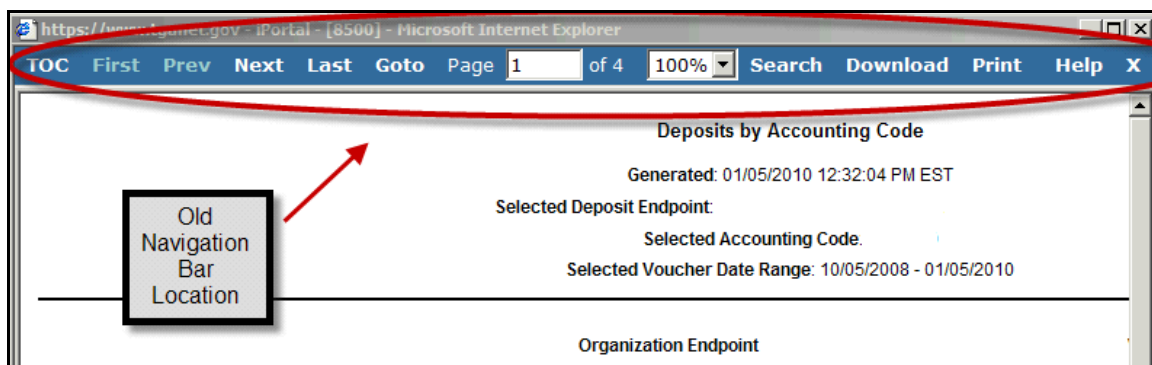
Now, the Navigation Bar is located at the Bottom of the Report Output Browser, as seen in Figure 8.

Figure 8: New Navigation Bar, Deposit by Accounting Report

The report data is from a test environment and is not reflective of real deposit activity

In addition to repositioning the Navigation Bar, the buttons on the Navigation Bar have changed. Figure 9 provides a picture of the new Navigation Bar.
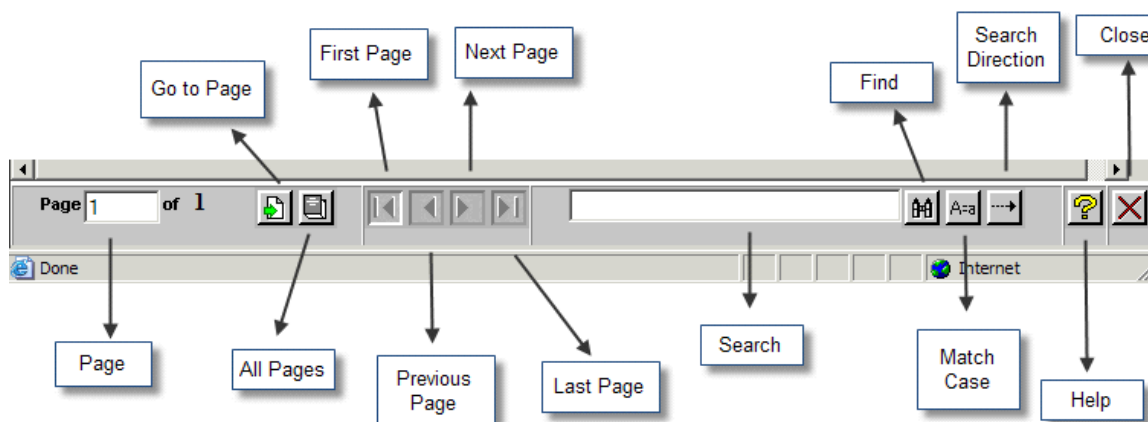
Figure 9: Navigation Bar Detail

Figure 10 is a description of the each button on the new Navigation Bar and its functionality.

Figure 10: Navigation Bar Button Summary Table

Button	Functionality
Page	Type the page number of the page to view in the Page field and press ENTER or click the Go to Page button
Go to Page	Click the Go to Page button to view the page number entered in the Page field
All Pages	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
First Page	Click to display all pages of the report. Click BACKSPACE to return to the on demand page viewer
Previous Page	Click to view the previous page of the report
Next Page	Click to view the next page of the report
Last Page	Click to view the last page of the report
Search Field	Type search criteria and press ENTER or click the Find button
Find	Click the find button to view the results of the search criteria entered into the Search Field. Search results will be underlined
Match Case	Click to make search criteria entered into Search Field case sensitive

Button	Functionality
Search Direction	Click to make Search Direction forward or backward. This will organize data in chronological or reverse chronological order
Help	Click to activate Help feature in Web browser.
Close	Click to close report and return to the Select Report page.

3.2 Internet Explorer Settings

It is recommended that TGAnet users access the system using *Internet Explorer 7* or above. However, when using *Internet Explorer 7,* a user repeatedly receives a security message when downloading files, then preferences may need to be adjusted. For example, some users, depending on their browser's current configuration, may receive a prompt in the *Internet Explorer* Security Bar when downloading a report. This is similar to a Pop-up blocker bar that has a download option. See
Figure 11, for an example.

Figure 11: *Internet Explorer* Configuration

To prevent this from happening each time a report is run, it is suggested that the following modifications are made to the *Internet Explorer* browser.
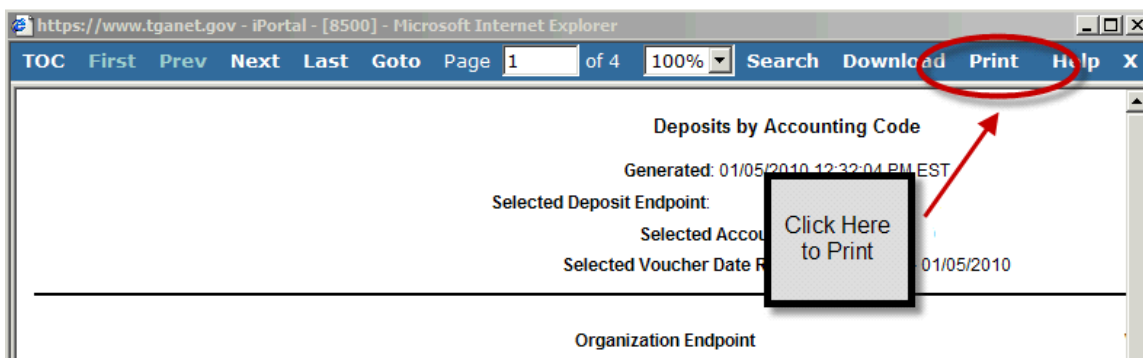
Step 1: Select **Tools>Internet Options**

Step 2: Click the **Security tab**, and then click **Custom Level**

Step 3: Navigate to **Downloads>Automatic prompting for file downloads** and select the **Enable** radio button

3.3 Report Printing

Currently, there is an icon in the Navigation Bar for report printing, as seen in Figure 12.

Figure 12: Current Navigation Bar and Print Icon

With the change, reports will print from the output format (i.e. HTML, PDF, Excel, PowerPoint) where the report is shown. While reports can be printed from any of the output formats, the PDF format is recommended as it provides the cleanest layout for printing. To download a report for printing as a PDF, please follow the steps below:

Step 1: In TGAnet, select **Management>View Reports**

Step 2: Select the report

Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **"PDF"**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Organization Endpoint** to view the report

Step 6: Click the **Print Icon** on the PDF Navigation Bar and follow the prompts for printing, see Figure 13

Figure 13: Screenshot for Printing a PDF report from TGAnet
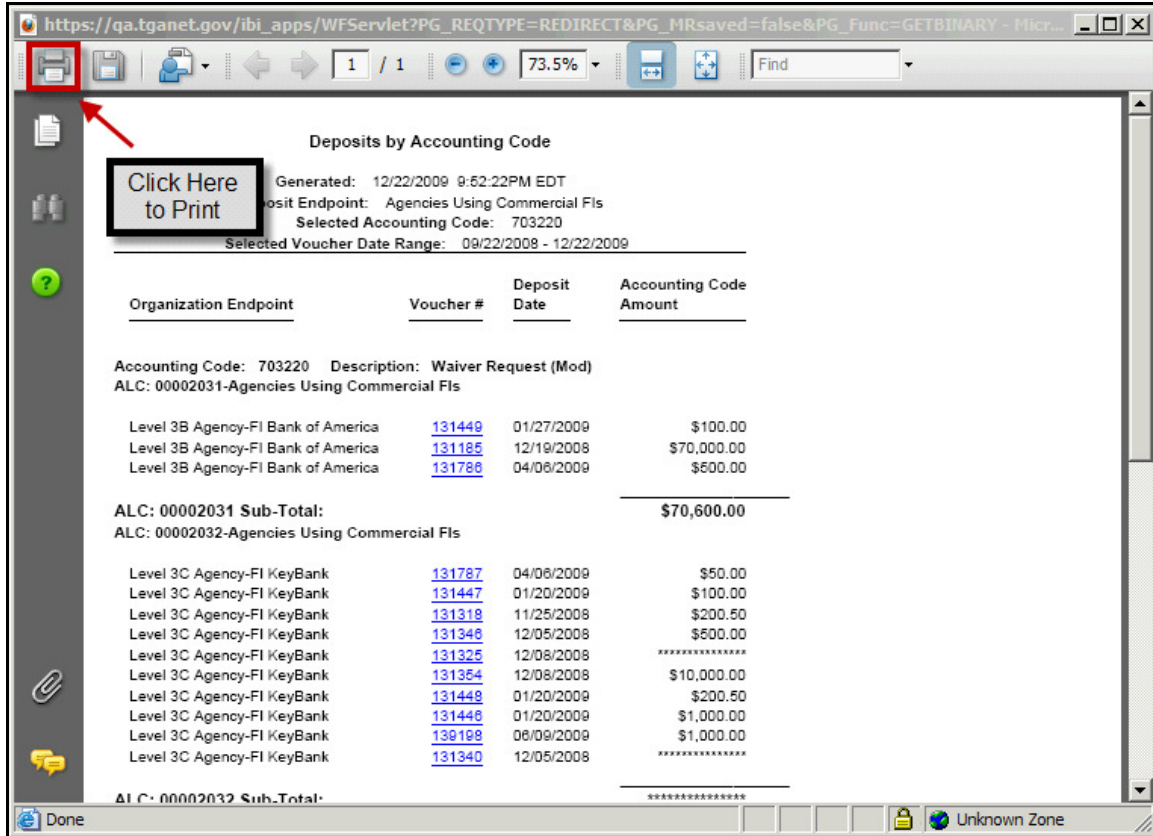
The report data is from a test environment and is not reflective of real deposit activity

Step 7: Close the window to navigate back to the TGAnet application

3.4 Downloading Reports

Downloading reports has changed slightly with the new reports. Currently, there is an icon in the Navigation Bar for report downloading, as seen in Figure 14.

Figure 14: Current Navigation Bar and Download Icon
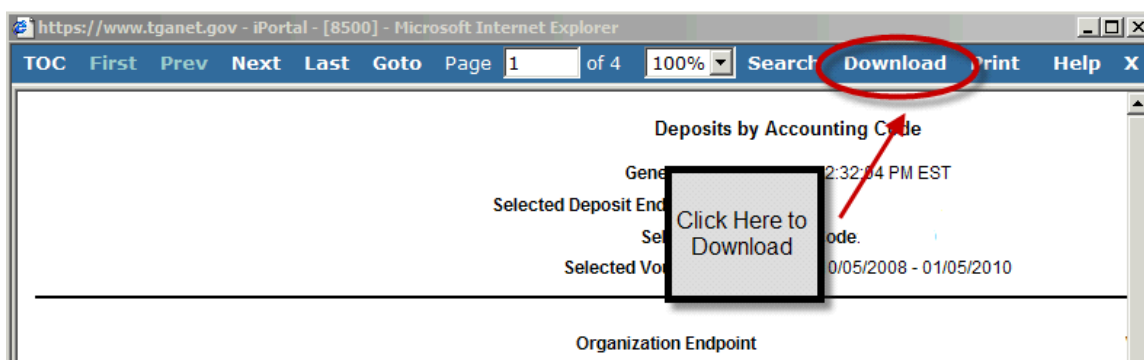
With the change, the report output format is selected before running a report and user is prompted to download file before the report is displayed. The section below provides step by step directions to help navigate this change.

To download a report into Excel, please follow the steps below:

Step 1: In TGAnet, click **Management**, > **View Reports**

Step 2: Select the report

Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **"Excel"**, see Figure 15.

Figure 15: Deposits by Accounting Code Parameters Page

Step 5: Click the **Organization Endpoint** to view the report or click **Cancel** to return to the TGAnet Home Page

Step 6: A new window will open asking to open or save this file. Click **Save** , see Figure 16

Figure 16: File Download Detail
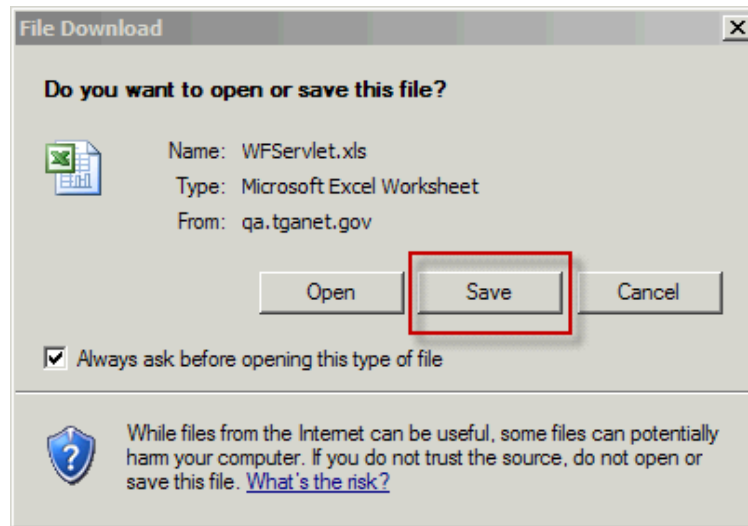
Step 7: Choose where to save the document from the **Save As** window that appears. See Figure 17

Step 8: In **File Name,** type the new name of the file.   Please note: If the file name is not updated, then it may overwrite an older version of the document. See Figure 17

Figure 17: Download Save As Detail
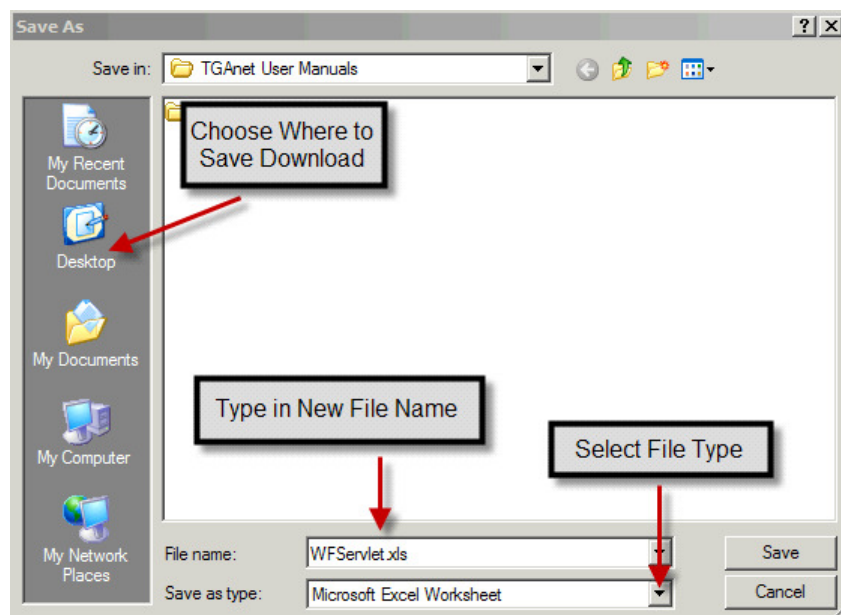
Step 9: Select the **Save as type**. For Excel, the default file extension is .xls. See Figure 17

Step 10: Click **Save**. If a **Download Complete** window appears. Click **Close**

Note: The process for downloading information from the Search Deposit or Search Adjustment functions will remain the same and the output format of the .xml or .csv file has not changed.

3.5 Searching Reports

While searching can be performed in any report format (i.e. HTML, PDF, Excel, Powerpoint) utilizing the search function for the individual format, the recommended format for searching a report is PDF. The PDF format is the closest to the current search function. Below provides instructions on how to search a report in the PDF format.

Step 1: In TGAnet, click **Management > View Reports**

Step 2: Select the report

Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **"PDF"**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Organization Endpoint** to view the report

Step 6: When the report appears, click the **Search Icon**, on the left hand side of the screen, to initiate a search. See Figure 18

Figure 18: Screenshot of Search Reports Screen

The report data is from a test environment and is not reflective of real deposit activity

Step 7: On the left hand side of the screen, enter the search criteria to find the desired information and click **Search**. See Figure 18 above

For more information on searching reports, go to the View Reports lesson within *TGAnet Web-Based Training Modules*.

Note: In the current reports some users use the drill down capabilities in the **Table of Contents** *to narrow down information in reports. In the new reports, the drill down capabilities in the* **Table of Contents** *are temporarily unavailable but will be enabled in the upcoming months.*

4. MS Excel Reports

The layout of the MS Excel version of the reports has changed and is now more user-friendly because blank cells and columns have been removed making it easier to read. However, this may impact those who use the MS Excel reports for macros and/or uploads to internal systems. Be sure to review the new MS Excel layout for each report to determine if any internal macros and/or uploads need to be modified. Figure 19 shows a comparison of the before and after MS Excel output for one of the TGAnet reports.

Figure 19: Comparison of Current and New Excel Output
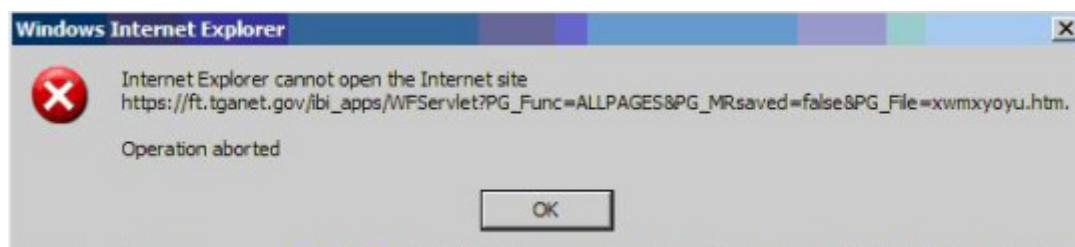

The report data is from a test environment and is not reflective of real deposit activity

5. Viewing All for Large Reports

For HTML reports greater than 30 pages, an error message may be received when **View All** is selected from the Navigation Bar. See Figure 20.

Figure 20: Large Report Error Message

Users can still View All by selecting PDF as the report format and selecting the option from the Navigation Bar to scroll through continuously. Below are instructions on how to View All information continuously in a large report.

Step 1: In TGAnet, click **Management > View Reports**
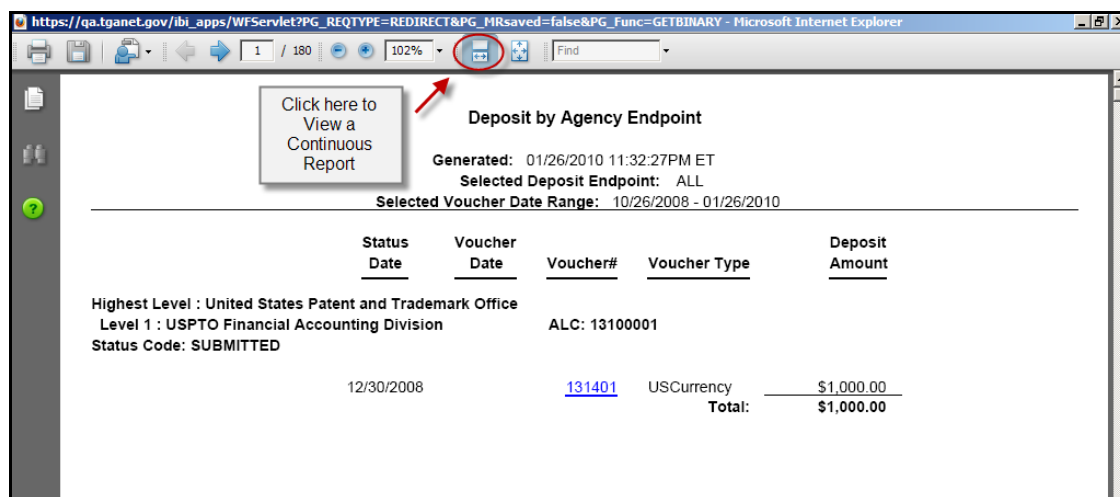
Step 2: Select the report

Step 3: Define the parameters for the report

Step 4: From the **Report Format** dropdown menu, select **PDF**. If no selection is made the report will default to the HTML Format

Step 5: Click the **Organization Endpoint** to view the report

Step 6: When the report appears, click **View Continuous Report**, on the PDF Navigation Bar. This will allow the user to scroll through the entire report. See Figure 21

Figure 21: Screenshot of how to a View Continuous Report in PDF

The report data is from a test environment and is not reflective of real deposit activity